

Approved For Release 2001/08/31 : CIA-RDP78-05343A000200060003-7

20 September 1974

MEMORANDUM FOR: Director of Medical Services
Director of Communications
Director of Finance
Director of Logistics
Director of Joint Computer Support
Director of Personnel
Director of Security
Director of Training

SUBJECT : Annual Records Management Conference

STATINTL

1. The Annual Records Management Conference is scheduled for 16 and 17 October 1974 [REDACTED] A third day, 18 October, has also been reserved for those wishing Directorate sessions.

2. Mr. Colby will kick off this year's Conference in the Headquarters Auditorium from 1400 to 1500 hours on 11 October. Although the Conference is primarily for Records Management Officers, you and your senior officers might want to attend this session with the Director.

3. The Conference this year will consist of a series of seminars on subjects most frequently requested by Records Officers. Time for Directorate sessions has been made available for the discussion of internal matters. The Conference coordinator will contact your Directorate Records Management Officer requesting assistance in determining the personnel who plan to attend.

4. I urge the heads of all Agency components to allow their records management personnel to participate in the Conference.

STATINTL [REDACTED]

John F. Blake
Deputy Director
for
Administration

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